

# Frodsham Town Council

Minutes from a meeting of the **Policy, Process & Revenue Committee** held on **Monday 26<sup>th</sup> April 2021 at 7:00 pm via Zoom.**



## POLICY, PROCESS & REVENUE COMMITTEE MINUTES

### Meeting 9

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Attended by: Cllrs J Critchley (Chair), B Wade, P Griffiths, D Critchley, R McKeown, C Ashton & J O'Donoghue (Town Clerk).

Also attended by: 2 members of the public

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#### 198. Apologies for absence

To receive apologies and consider acceptance.

**RESOLVED:** Apologies were received and accepted from Cllrs Neild, Williamson and Lord Pennington.

#### 199. Declarations of Interest

To note any declarations of interest.

**NOTED:** There were no declarations of interest.

#### 200. Requests from the public to speak

Members of the public are invited to speak on items which are on the agenda.

**NOTED:** 1 member of the public attended the meeting to speak regarding the appointment of a Chair and the grant allocating process.

#### 201. Minutes of the Meeting held on 22<sup>nd</sup> February 2021

To agree and sign the minutes as a true record.

**RESOLVED:** It was resolved to approve and sign the minutes as a true record of the meeting.

#### 202. Finance

- (a) To note the Finance Report Pack March 2021. This includes details of all expenditure and receipt items, bank statements, bank reconciliations, breakdown of expenditure and receipts by budget item, management reports.

**NOTED:** The Finance Report pack was noted.

- (b) To approve and sign the report.

**RESOLVED:** The Finance Report pack was approved and signed.

- (c) To note the arrangements for closing the 2020/21 accounts.

**NOTED:** It was noted that an appointment has been made for 3<sup>rd</sup> June to close down the 2020-21 accounts.

#### 203. Annual Return

- (a) To note that the dates set for the period for the exercise of public rights are Monday 14 June to Friday 23 July 2021.

**NOTED:** The dates were noted.

- (b) To note the submission deadline for the receipt of the approved AGAR and supporting documentation is Friday 2 July 2021.

**NOTED:** The date was noted.

## 204. Assets Register

- (a) To note that PCSO N Flanagan returned the original speed indicator device to CPH on Wednesday 14<sup>th</sup> April 2021. The device was purchased by FTC (second-hand) in 2014 for £350. The device is no longer operational.

**NOTED:** It was noted that the device has been returned to FTC.

- (b) To agree disposal of the broken speed indicator device.

**RESOLVED:** It was agreed to dispose of the speed indicator device. No agreement was reached on the method of disposal and it was noted that it is currently in the Town Council Office at Castle Park House.

- (c) To amend the assets register to remove this speed indicator device.

**RESOLVED:** It was agreed to remove the device from the assets register.

**ACTION: JO**

## 205. Council Meetings May 2021 - 2022

- (a) To note that the current legislation which enables Councils to legally hold virtual meetings expires on 7th May 2021.

**NOTED:** The legislation was noted.

- (b) To receive a report from Cllr Griffiths and consider approval of the Virtual Meeting Policy.

**NOTED:** Cllr Griffiths provided a report and the Virtual Meeting Policy was noted but not approved due to item 205(a) above.

- (c) To receive a report on the findings of a meeting held with Pastor Wintle at Main Street Community Church on 8th April to examine the suitability of the building as a potential safe venue for future meetings. The meeting was attended by the Chair of the Council and Committee Chairs Cllrs J Critchley, McKeown and Griffiths, and the Town Clerk and Admin Officer.

**NOTED:** Cllr J Critchley provided a report which was noted.

- (d) To approve the use of Main Street Community Church for face to face Council meetings.

**RESOLVED:** It was agreed to approve the use of Main Street Community Church for face to face Council meetings.

**ACTION: JO**

- (e) To delegate authority to the Clerk to make appropriate IT arrangements to facilitate physical/hybrid meetings at Frodsham Community Church.

**RESOLVED:** It was agreed that the Clerk and Administration Officer will endeavour to make IT arrangements with the support of Cllr McKeown.

**ACTION: JO**

- (f) To approve the schedule of meetings for 2021 – 2022.

**RESOLVED:** The meeting schedule was approved.

- (g) To approve the date and time of the Annual Town Meeting.

**NOTED:** To be confirmed.

## 206. Allotments

To agree a date for an allotment inspection.

**NOTED:** It was agreed to defer the date until after the elections on 6<sup>th</sup> May.

## 207. Civic regalia

- (a) To approve maintenance of Chairman's chain.

**RESOLVED:** It was noted that the action had been approved at a previous meeting.

**ACTION: JC**

- (b) To approve addition of velvet collar to Deputy Chairman's chain.

**RESOLVED:** It was agreed to approve addition of velvet collar to Deputy Chairman's chain.

**ACTION: JC**

## 208. Major, Deputy Mayor & Junior Mayors

(a) To note that no Deputy Mayor was appointed in May 2020 due to the suspension of Council meetings during national lockdown.

**NOTED:** It was noted that no Deputy Mayor was appointed in May 2020.

(b) To review the current selection process for the appointment of the Mayor and Deputy Mayor of Frodsham.

**NOTED:** The process was discussed and it was agreed that this should be considered by full Council.

(c) To consider whether to select the Mayor on an annual basis by democratic vote or to combine the Chair and the Mayor role as is practised in other councils.

**NOTED:** Councillor Ashton was asked by members of the Council to continue as Mayor for the 2021-2022 year and agreed to consider the request.

(d) To consider whether to invite Frodsham CE Primary School to nominate pupils to fulfil the role in 2021/2.

**NOTED:** It was agreed to defer the decision to a future date.

## 209. Staffing

(a) To note and approve staff handbook which has been updated in line with current employment law by Ellis Whittam.

**RESOLVED:** The staff handbook was approved.

(b) To note and approve standard contract terms for future employees.

**RESOLVED:** The standard contract terms for future employees were approved.

**ACTION: JO**

**ACTION: JO**

(c) To note: Town Clerk staff appraisal has been completed by Cllrs H Hayes and J Critchley and that Cllr Hayes has recommended that the Town Clerk attends a time management course; Town Clerk to receive 1 incremental spinal point in accordance with current employment contract from 1<sup>st</sup> April 2021 (SCP 36).

**RESOLVED:** The incremental spinal point was noted and the Clerk will attend a time management course.

**ACTION: JO**

## 210. Over 70s

To receive a report on the 2020 scheme.

**NOTED:** The report provided by the Administrative Officer was noted and discussed.

## 211. Grants 2021

To agree the grants paperwork and timetable.

**RESOLVED:** The grants paperwork was approved with amendments to the Grants Application Scheme 2021 under exclusions (paragraph 5) to ensure that the exclusion period covers 2 Council years and organisations applying for a grant must be in Frodsham area.

**ACTION: JO**

## 212. Cemetery report

(a) To note that the benches at the cemetery are in a poor state of repair and agree action to be taken.

**RESOLVED:** It was agreed that Cllr Griffiths will discuss at the next meeting of the Bench Working Group and report back to Committee.

**ACTION: PG**

- (b) To note that both rooms in the cemetery building are full of stored equipment and that vermin is evident in both rooms. The building requires clearing and cleaning. The infestation has been reported to Cheshire West and Chester Council pest control officer.

**RESOLVED:** The infestation was noted and it was agreed that Cllr J Critchley will obtain quotations.

**ACTION: JC**

- (c) To note that a request for information has been received from the Valuation Office Agency relating to the non-domestic rating of the cemetery and premises at Tarvin Road. The information must be returned by 8 June 2021.

**NOTED:** The request was noted.

### 213. Clerk's Report

To receive any further report from the Clerk.

**NOTED:** There was no further report.

### 214. Date of Next Meeting – 28 June 2021

215. PART B - To resolve that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations and Paragraphs 2, 3 and 7 of the Council's Access to Information Rules, the public and press be excluded during consideration of the following item.

**RESOLVED:** It was resolved to exclude members of the press and public for consideration of item 216.

### 216. Confidential Staffing Report

- (a) To note confidential staffing report provided by the Town Clerk.

**NOTED:** The confidential staffing report provided by the Town Clerk was noted together with the job description for Cemetery Clerk and Administrative Officer.

- (b) To agree action to be taken.

**RESOLVED:** It was agreed to: amend the contract/job description for the current Administrative Officer to that of Cemetery Clerk with a reduction in working hours from 23 hours per week to 10 hours per week on current salary scale from 1<sup>st</sup> June 2021; set up a working group to consider recruitment of Administrative Officer for 13 hours per week to report and make recommendation to full Council as soon as possible.

**ACTION: JO**

### 217. Close of Meeting

Summary:

Item	Agreed	Action	By	When
201	Sign minutes	Minutes approved		
202	Sign accounts	The Finance Report pack was approved		
204(b)	SID	It was agreed to dispose of the speed indicator device. No agreement was reached on the method of disposal and it was noted that it is currently in the Town Council Office at Castle Park House.		
204(c)	SID	It was agreed to remove the device from the assets register	JO	27/04/2021

205(d)	F2F meetings	It was agreed to approve the use of Main Street Community Church for face to face Council meetings.	JO	06/05/2021
205(e)	F2F meetings/IT	It was agreed that the Clerk and Administration Officer will endeavour to make IT arrangements with the support of Cllr McKeown.	JO/LK/RM	
207(a)	Regalia	It was noted that the action had been approved at a previous meeting	JC	ASAP
207(B)	Regalia	It was agreed to approve addition of velvet collar to Deputy Chairman's chain.	JC	ASAP
209(a)	Staff handbook	Staff handbook approved - upload to website	JO	ASAP
209(b)	Staff contract	Standard staff contracts approved		
209(c)	Staff pay	Town Clerk to receive 1 incremental spinal point in accordance with current employment contract from 1st April 2021 (SCP 36) and attend time management course.	JO	ASAP
211	Grants	The grants paperwork was approved with amendments to the Grants Application Scheme 2021 under exclusions (paragraph 5) to ensure that the exclusion period covers 2 Council years and organisations applying for a grant must be in Frodsham area.	JO	ASAP
212(a)	Cemetery benches	Cllr Griffiths will discuss cemetery benches at the next meeting of the Bench Working Group and report back to Committee.	PG	08/06/2021
212(b)	Cemetery building	The infestation was noted and it was agreed that Cllr J Critchley will obtain quotations for infestation and clearing the buildings.	JC	ASAP
215	Exclusion of press & public	It was resolved to exclude members of the press and public for consideration of item 216.		
216(b)	Staff confidential report	It was agreed to: amend the contract/job description for the current Administrative Officer to that of Cemetery Clerk with a reduction in working hours from 23 hours per week to 10 hours per week on current salary scale from 1 <sup>st</sup> June 2021; set up a working group to consider recruitment of Administrative Officer for 13 hours per week to report and make recommendation to full Council as soon as possible.	JO/ALL	ASAP